

STANDARD FORM NO. 64

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 30 July 1957

TO : Chief, Intelligence School

FROM : Chief, Intelligence Faculty

SUBJECT: Weekly Activities Report No. 31
24 July - 30 July 1957I. SIGNIFICANT ITEMS

Nothing to report.

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II. OTHER ACTIVITIES

A. [] JOT's completed the Intelligence Techniques Course on Friday, 26 July.

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B. [] JOT's began the Intelligence Techniques Course on Monday, 29 July.

C. [] of the A and E Staff has been discussing evaluation procedures with members of the Intelligence Production Faculty.

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D. The Reading Improvement laboratory has been assigned space in Wing F of Quarters Eye, Rooms 2502 to 2512.

E. The Reading Improvement staff was asked by the Management Staff to comment on an employee suggestion to place more lines of print on the pages of intelligence documents to save printing expense. It was stated that the suggested changes would be unlikely to increase reading difficulty.

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III. PERSONNEL NOTES

A. [] is on leave until Monday, 5 August.

B. [] is on leave until Monday,

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5 August.

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